

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-01204A



POSITION: CUSTODIAL WORKER NA-02

SALARY: \$7.15 PH

LOCATION: OFFICERS' CLUB

OPEN: 11 MARCH 2004

CLOSE: OPEN CONTINUOUS

**AREA OF
CONSIDERATION: COMMUTING AREA**

☒ Spouse Preference Eligible
☒ Involuntary Separated Military

<input type="checkbox"/> Regular Full-Time	(35-40 Hours Per Week)
<input type="checkbox"/> Regular Part-Time	(20-34 Hours Per Week)
<input checked="" type="checkbox"/> Flexible	(0-40 Hours Per Week)

☐ One-Time Basis
☒ Establish Register
☐ Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670
Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES

Will be required to wash and wax floors using heavy automatic machines, wash windows, walls, wood work and assist in keeping the entire mess facility clean. May be required to move heavy furniture, equipment and stock in the performance of cleaning duties. Replace burnt out light bulbs as needed. Wash, clean and restock restrooms and perform periodic checks during the day to ensure restrooms are kept clean at all times. May be required to assist in the loading and unloading of cars or delivery trucks. Reports all equipment or facility malfunctions to the activity manager for corrective action. Ensures general policing of the outside area is completed at least twice daily. Performs other duties as assigned.

QUALIFICATIONS:

Must be able to lift items ranging in weight of between 30 – 45 lbs., and have the ability to operate commercial type power equipment. One years general work experience is desired.

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.